

MINUTES
FORMAL MEETING OF CITY COUNCIL
Diamondhead, Mississippi
Council Chambers, City Hall
December 15, 2015
6:00 pm CST

I. Call to Order –Mayor Schafer called the meeting to order at 6:00 p.m. CST

1. Invocation – Mayor Schafer

2. Pledge of Allegiance – Councilmember Rech

3. Roll Call –

Present: Mayor Schafer, Councilmembers Woolbright, Knobloch, Sislow and Rech. Absent: Lopez.
Councilmember Lopez joined the meeting at 6:05 p.m.

4. **Confirmation or Adjustment of the Agenda Order** – Councilmember Knobloch moved, seconded by Councilmember Woolbright, to accept and approve the agenda with the following additions:

3 e. **2015-177:** Accept Department of Revenue Grant Municipal Court Collection Grant Award in the amount of \$5,550.00 for a receipt printing and other training

4. Fiber Optic Discussion

Ayes: Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: Lopez.

MOTION CARRIED UNANIMOUSLY

Councilmember Lopez entered the meeting at 6:05 p.m. during Council Comments.

II. **Presentation Agenda**

1. Council Comments

- a. The next regularly scheduled Council Meeting will be held at 6:00 p.m. CST on January 5, 2016
- b. City Hall will be closed December 24 and 25, 2015 in observance of Christmas as proclaimed by Governor Phil Bryant
- c. City Hall will be closed December 31, 2015 and January 1, 2016 in observance of New Year's Day
- d. Pat Laird – Presentations from VFW Post 2880 to Captain Luther and City Manager Reed for their support and help with Veterans Day Parade
- e. Councilmember Knobloch provided the post-event update for the Town Green Holiday Celebration stating this year's celebration was huge success with an estimated crowd of more than 600. He also thanked everyone involved for the making this 2015 event bigger and better than last.

VI. City Manager's Report

Drainage projects:

Pre-construction meeting will be held tomorrow on the drainage improvement projects for Kapalama, Ahelokolo, Apua and Iona Streets. The contractor is anxious to get started to get ahead of anticipated wet weather in the winter.

Gulf Coast Broadband Commission:

I, along with City Managers of the other coastal cities with Council-Managers forms of government, have been invited to participate in a Mayor's Forum meeting tomorrow in Biloxi. One of the topics is the Broadband initiative.

Infrastructure:

Derek Cusick in Sean Tindell's office is developing deeds for dedication of certain right of way needed in the commercial area for road improvements.

Smoke Free Ordinance:

Tool kits and signage was delivered to Diamondhead businesses ahead of the January 1st effective date of the Smoke free ordinance. At least two businesses have begun to make modifications to comply with the ordinance.

Grant Award Notification:

This morning I received notification of a grant award from the Mississippi Department of Revenue for the Municipal Court Collection Fund. We will be receiving \$5,550.00 for a court receipt printer and training.

Upcoming Legislative Session:

January 6th is the Coast Reception at the Mississippi Trade Mart. It would be good for you all to attend. I have been in discussion with Mr. Levanway about the Council's interest in legislation and grant opportunities. He and I will keep you posted timely through the coming months. City Manager Reed asked Scott Levanway to update the Council. Mr. Levanway explained that he has been working on the state level to repurpose the Small Municipalities Grant as well as the Tideland's Grant and that legislators are preparing for a 125-day session.

III. Policy Agenda

1. Approval of Minutes

a. December 1, 2015

Councilmember Rech moved, seconded by Councilmember Knobloch, to approve the December 1, 2015 Formal Meeting Minutes

Ayes: Woolbright, Knobloch, Sislow and Rech. Abstain: Mayor Schafer and Lopez Absent: None.

MOTION CARRIED

2. Resolutions:

- a. **2015-172**: Resolution 2012-026.1 amending the City of Diamondhead Petty Cash Fund

Councilmember Lopez moved, seconded by Councilmember Sislow, to adopt Resolution 2012-026.1 thereby amending the City of Diamondhead Petty Cash Fund to a sum not to exceed \$500.00

Ayes: Lopez, Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

- b. **2015-177**: Resolution 2015-030 Resolution authorizing the City Manager to be the point of contact with respect to grants and agreements and granting the City Manager authority to sign all grant and contract documents on behalf of the City

Councilmember Lopez moved, seconded by Councilmember Woolbright, to adopt Resolution 2015-030 authorizing the City Manager to be the point of contact with respect to grants and agreements and granting the City Manager authority to sign all grant and contract documents on behalf of the City upon approval by the Council

Ayes: Lopez, Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

- c. **2015-178**: Resolution 2015-031 waiving building permit fees for any existing business that makes additions or alterations to their business or businesses if, in the owners judgment, the addition or alteration is needed to comply with the recently adopted Smoke Free Ordinance

Councilmember Lopez moved, seconded by Councilmember Sislow, to adopt Resolution 2015-031 waiving building permit fees for any existing business that makes additions or alterations to their business or businesses if, in the owner's judgment, the addition or alteration is needed to comply with the recently adopted Smoke Free Ordinance, with said waiver to become effective immediately upon passage

Ayes: Lopez, Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

3. Other Actions:

- a. **2015-173:** Accept and award low bid received from JE Talley Construction, Inc. in the amount of \$49,903.10 for the Kiko Street drainage project and to authorize the City Manager to execute contract for same

Councilmember Rech moved, seconded by Councilmember Knobloch, to accept and award the low bid received from JE Talley Construction, Inc. in the amount of \$49,903.10 for the Kiko Street drainage project and to authorize the City Manager to execute contract for same (**BID TABULATION IS REPRODUCED AT THE END OF THE MINUTES AND MADE A PART THEREOF**)

Ayes: Lopez, Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

- b. **2015-174:** Accept the donation of two (2) 20' flag poles for City Hall

Councilmember Knobloch moved, seconded by Councilmember Woolbright, to accept from Councilmembers Rech and Sislow the donation of two (2) 20' flag poles for City Hall

Ayes: Lopez, Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

- c. **2015-175:** Approve payment in the amount of \$1,249.08 to Professional Grant Management Services for professional services relating to City Hall ADA Improvements

Councilmember Lopez moved, seconded by Councilmember Sislow, to approve payment #10027 in the amount of \$1,249.08 to Professional Grant Management Services for professional services relating to City Hall ADA Improvements

Ayes: Lopez, Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

- d. **2015-176:** Approve payment in the amount of \$1,659.23 to Eley Guild Hardy Architects for professional services relating to City Hall ADA Improvements

Councilmember Rech moved, seconded by Councilmember Woolbright, to approve payment #6 in the amount of \$1,659.23 to Eley Guild Hardy Architects for professional services relating to City Hall ADA Improvements

Ayes: Lopez, Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

- e. **2015-177:** Accept Department of Revenue Grant Municipal Court Collection Grant Award in the amount of \$5,550.00 for a receipt printing and other training

Councilmember Knobloch moved, seconded by Councilmember Lopez, to accept the Department of Revenue Grant Municipal Court Collection Grant Award in the amount of \$5,550.00 for a receipt printing and other training

Ayes: Lopez, Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

4. Tabled Items

- a. **2015-148:** Agreement to Interlocal Cooperation Agreement Fiber-Optic Infrastructure

Councilmember Knobloch moved, seconded by Councilmember Rech, to approve participation in the Fiber Optic Infrastructure agreement

Ayes: Lopez, Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

IV. **Routine Agenda**

- 1. Docket of Claims (Claims DKT151993 thru DKT152053)

Councilmember Rech moved, seconded by Councilmember Sislow, to approve the Docket of Claims (DKT151993 thru DKT152053)

Ayes: Lopez, Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

- 2. Handbook Change:

- a. Holiday Schedule – Councilmembers discussed the holiday schedule and will consider any modifications at the next council meeting

- 3. November 2015 Financial Statements

- 4. Net Payroll, including benefits and taxes, December 7, 2015 \$47,938.43

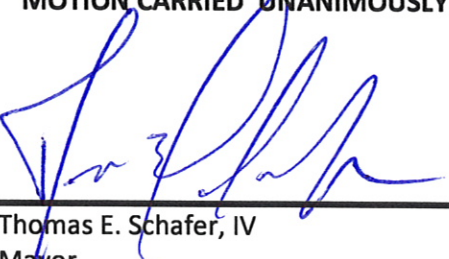
V. Public Comments on Non Agenda Items - None

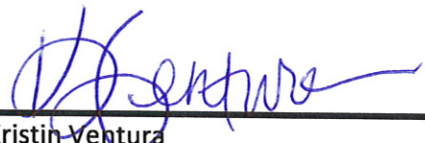
VI. Adjourn

At 6:45 p.m. CST Councilmember Knobloch moved, seconded by Councilmember Woolbright, to adjourn.

Ayes: Lopez, Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None Absent: None.

MOTION CARRIED UNANIMOUSLY



Thomas E. Schafer, IV
Mayor

Kristin Ventura
City Clerk